# **Unregulated Alternative Provision**

# **02Pre-placement visit record**

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| **Name of AP setting** |  | **Address** |  | **Telephone** |  |
| **Key contact at the AP setting (name)** |  | **Role** |  | **Email** |  |
| **Pre-placement visit carried out by (name/role)** |  | **School/organisation** |  | **Email** |  |

|  | **Yes/No/N/A** | **By (name/role)** | **Date** | **Comments** |
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| **PRE-PLACEMENT** |  |  |  |  |
| Has the commissioner carried out a pre-placement visit to the setting? |  |  |  |  |
| Has the young person been actively involved in planning for this placement? |  |  |  |  |
| Has the parent/carer been actively involved in planning for this placement? |  |  |  |  |
| Have any other relevant professionals been actively involved in planning for this placement? (e.g., LAC Adviser, EHCP Co, YOT key worker etc.) |  |  |  |  |
| Has a taster session been arranged for the young person? |  |  |  |  |
| Has the commissioner requested references/recommendations from other schools/commissioners? |  |  |  |  |
| Has the commissioner requested and received a copy of the Norfolk County Council Quality Assurance visit report? (if available) |  |  |  |  |
| Has the commissioner checked the Norfolk County Council Unregulated Alternative Provision Directory [Alternative provision - Norfolk County Council](https://www.norfolk.gov.uk/children-and-families/send-local-offer/education-and-learning/schools/alternative-provision) for information regarding legal duties (number of hours/days permitted)? **NOTE – the directory is not an approved list and commissioners are responsible for carrying out their own checks** |  |  |  |  |
| Is the setting listed in the Unregulated Alternative Provision Directory [Alternative provision - Norfolk County Council](https://www.norfolk.gov.uk/children-and-families/send-local-offer/education-and-learning/schools/alternative-provision)? If not, please contact sonia.walker@norfolk.gov.uk  |  |  |  |  |
| Is the commissioner aware of the checks that **Ofsted** may make when schools commission Alternative Provision? (see the Unregulated Alternative Provision Directory [Alternative provision - Norfolk County Council](https://www.norfolk.gov.uk/children-and-families/send-local-offer/education-and-learning/schools/alternative-provision), p4-6) |  |  |  |  |
| Does the AP setting have a website? Has the referrer checked this? |  |  |  |  |
| Does the setting have a social media feed? Has the commissioner checked this for any potential concerns? |  |  |  |  |
| Has the AP setting been inspected? Are reports available? |  |  |  |  |
| Is the school/commissioner confident that the setting is not operating illegally (see Unregulated Alternative Provision Directory [Alternative provision - Norfolk County Council](https://www.norfolk.gov.uk/children-and-families/send-local-offer/education-and-learning/schools/alternative-provision) for further details and Appendix 2 for links to DfE guidance)?  |  |  |  |  |
| **SAFEGUARDING** |
| Does the AP setting have an appropriate safeguarding policy? |  |  |  |  |
| When a pre-placement visit was carried out, were signing-in procedures appropriate? |  |  |  |  |
| Was information provided about safeguarding leads?(e.g., leaflet, posters, lanyards etc.) |  |  |  |  |
| Who in the AP setting has been trained in safeguarding? When? Is there evidence of training? |  |  |  |  |
| Are staff trained in working with young people with SEND? |  |  |  |  |
| Does the commissioner have assurance that all staff have up to date DBS checks in place? |  |  |  |  |
| What is the AP setting’s GDPR policy? |  |  |  |  |
| What is the AP setting’s photo consent policy? |  |  |  |  |
| Does the AP setting have an appropriate system for recording safeguarding concerns? |  |  |  |  |
| Does the AP setting have an appropriate system for notifying commissioners/schools of safeguarding issues? |  |  |  |  |
| Does the AP setting have a secure method of storing safeguarding concern forms/files? |  |  |  |  |
| Is there a single central record which includes all staff and volunteers? (See [Keeping children safe in education 2021 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1021914/KCSIE_2021_September_guidance.pdf) from paragraph 211) |  |  |  |  |
| Has the commissioner agreed how and when attendance/absence will be communicated to the commissioner/school? |  |  |  |  |
| Is the site secure?  |  |  |  |  |
| If the site is not secure, have potential risks been addressed?  |  |  |  |  |
| Are there post-16 or adults also learning on site at the setting? If so, how is safeguarding for school-age young people being ensured?  |  |  |  |  |
| **HEALTH AND SAFETY** |
| Does the AP setting have adequate insurance? (see Appendix 1) Can they provide certificates to show this? On the certificates, do the amounts covered (£) match those in Appendix 1? |  |  |  |  |
| Does the AP setting have an adequate Health and Safety policy? |  |  |  |  |
| Is there an appropriate Risk Assessment template? If not, use sample provided. |  |  |  |  |
| Can the AP setting demonstrate that it has carried out appropriate fire risk assessments? |  |  |  |  |
| Can the AP setting demonstrate that it regularly carries out practice fire evacuation procedures? |  |  |  |  |
| Does the AP setting have a First Aid policy? |  |  |  |  |
| Who are the AP setting’s trained First Aiders? How are they identified (e.g., posters, lanyards etc.)? |  |  |  |  |
| Has the commissioner seen evidence of First Aid training certificates? |  |  |  |  |
| If the AP setting involves contact with animals, have all appropriate safety measures been agreed? |  |  |  |  |
| If the AP setting involves the use of machinery and/or tools, has a risk assessment been created? |  |  |  |  |
| If the placement involves the use of machinery/tools, when/how will the young person receive suitable training? |  |  |  |  |
| Will the young person require any special clothing or equipment? If so, who will provide this? |  |  |  |  |
| Is the environment appropriate for the young person? Is it well-maintained? |  |  |  |  |
| If off-site visits or trips form part of the placement, are suitable risk assessments in place? |  |  |  |  |
| **BEHAVIOUR** |
| Does the AP setting have an appropriate behaviour policy/code of conduct? |  |  |  |  |
| Is there a rewards system? Can this be linked to the school’s own system? |  |  |  |  |
| Are there any sanctions? |  |  |  |  |
| What is the policy around smoking? |  |  |  |  |
| How does the AP setting demonstrate that behaviour management is strong? |  |  |  |  |
| Are appropriate systems in place for recording and communicating behaviour incidents? |  |  |  |  |
| Does the AP setting have its own behaviour contract/code of conduct which the young person is required to sign?  |  |  |  |  |
| Have the commissioner and setting agreed on processes if the placement does not work/is not appropriate? |  |  |  |  |
| **PROVISION** |
| Does the school have clear aims and objectives for this AP placement in line with the young person’s curriculum? |  |  |  |  |
| Does the school have clear aims and objectives for this AP placement in line with the young person’s post-16 plans? |  |  |  |  |
| Will the young person be undertaking any qualifications? |  |  |  |  |
| Can the AP setting provide evidence of a success rate with these qualifications? |  |  |  |  |
| How can the AP setting demonstrate that teaching and learning is of a high standard? |  |  |  |  |
| Has the commissioner carried out a pre-placement baseline assessment which can be reviewed to assess progress? |  |  |  |  |
| Are appropriate progress tracking systems in place? |  |  |  |  |
| Has the commissioner agreed how and when progress at the AP setting will be communicated to the school? |  |  |  |  |
| Have appropriate arrangements been made for transport? |  |  |  |  |
| Have appropriate arrangements been made for snacks and lunches? |  |  |  |  |
| If the young person receives Free School Meals – how will they receive their entitlement? |  |  |  |  |

**AP setting Risk Assessment (to be adapted/replaced with school/commissioner’s own version as required)**

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| **Very likely to occur/High risk** | **Likely to occur/Medium risk** | **Not very likely to occur/Low risk** |

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| **List of significant hazards**(potential to cause harm) | **Who might be harmed** | **Type of harm** | **Risk Rating** | **Control Measures** (actions to control the risk - include procedure for the task/activity where these are specified)  | **New Risk Rating** |
| *E.g., Farm machinery on site and moving around during the day* | *Young person* | *Injury or fatality due to moving parts of the machinery* |  | *Young person to be supervised by an adult, at all times, when moving around the site. Machines to only be used if absolutely necessary during the times when young people are on site.* |  |
| *E.g., animals* | *Young person* | *An animal may bite or kick a young person.* |  | *Young person to be supervised by an adult, at all times, when around animals. Young person to be taught the correct way to respond to/hold/feed animals. Young person to not be left alone with animals.* |  |
| Etc. |  |  |  |  |  |
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## Appendix 1: Recommended Levels of Insurance Cover

* Public Liability insurance for a minimum of five-million-pound sterling (£5,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year
* Employer’s Liability insurance for a minimum of ten-million-pound sterling (£10,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year
* Professional Negligence insurance for a minimum of two-million-pound sterling (£2,000,000) in respect of any one act or occurrence or series of acts or occurrences in any one year
* The Service Provider and its Personnel shall have in place motor vehicle insurance commensurate with the potential liabilities of the Service Provider relating to the operation of vehicles used for the transport of Service User/s and their visitors
* Subcontractor Liability – the Service Provider shall ensure that the same levels of insurance are maintained for any sub-contracted Services

The onus is on the Service Provider to ensure that its insurance policies are always adequate to cover eventualities pertaining to its business, but the school also holds a responsibility to pupils placed there.

## Appendix 2: Relevant documentation

* Alternative Provision – Statutory guidance for local authorities - DfE January 2013 (Also applies to *governing bodies and head teachers; state schools; academies; PRUs; AP providers*) <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/268940/alternative_provision_statutory_guidance_pdf_version.pdf>
* Keeping Children Safe in Education: Statutory guidance for schools and colleges - DfE September 2021 <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912593/Keeping_children_safe_in_education_part_1_Sep_2020.pdf>
* Unregistered independent schools and out of school settings – DfE March 2018 <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/690495/La_Guidance_March_2018.pdf>